



# Event Safety Checklist

## Boy Scouts of America

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Organizer: \_\_\_\_\_

Event Health and Safety Officer: \_\_\_\_\_

The following checklist provides guidance on safety issues that you may encounter at a Scouting event. This is a tool, not a list of mandatory guidelines. The intent of the checklist is to create conversations among event organizers around risks and ways to mitigate or eliminate them.

Event Risks	Yes	No	N/A	Mitigation/Comments
<b>Planning</b>				
1. Has the event organizer contacted the event venue and met with venue owners in advance?				
2. Have the venue owners conveyed their requirements for the BSA to follow at the event?				
3. Will the event organizer or a designee be at the event? Has contact information been conveyed to the venue and vice versa?				
4. Has an event map been created that shows structures, important areas, and equipment (e.g., port-a-cans, tents, first-aid stations)?				
5. Has the health and safety officer reviewed and accepted the event plan and safety checklist?				
6. Has the <i>Guide to Safe Scouting</i> been reviewed for any applicable requirements for the event?				
7. Has communication been sent to event attendees outlining event logistics and safety requirements well in advance?				
8. Have trained or certified individuals been recruited to run program areas?				
9. Have the health and safety officer and event organizer walked the site prior to the event?				
10. Has a safety team been established to help plan and attend the event?				
11. Does the event team have a means to communicate at the event (e.g., cellphone list, radios)?				
12. Is a command center needed for the event?				
<b>Setup/Teardown</b>				
1. Has adequate time been set aside for event setup and teardown?				
2. Are proper safety equipment and tools available (e.g., ladders, barricade tape)?				
3. Will a safety talk prior to setup and teardown be conducted?				
4. Are tools and equipment in good condition?				
5. Will storage locations be needed and identified prior to the event?				



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<b>Safety</b>				
1. Will a safety discussion for attendees be conducted before the event (e.g., emergency evacuations, rally points, first-aid stations, etc.)?				
2. Have slip, trip, and fall hazards been identified and mitigations established?				
3. Has personal protective equipment (PPE) or proper attire been evaluated and communicated (e.g., safety vest, gloves, etc.)?				
4. Have grassy areas been treated for pests, including ants?				
5. Do certain areas need to be barricaded off?				
6. Have high-risk areas undergone a program hazard analysis (e.g., shooting sports, climbing/COPE)?				
<b>Fire</b>				
1. Are fire extinguisher(s) present and in working order (should be field verified)?				
2. Has an emergency muster location been established and communicated? Where?				
3. Will any program areas generate heat or sparks (e.g., metal working, welding)? Have protective measures been identified?				
4. Will there be open-flame heating sources (e.g., fires, Sterno, etc.) at the event? Have protective measures been identified?				
5. Will there be propane at the event for any reason? (Note that some cities require a permit for use.)				
<b>Medical</b>				
1. Will water be readily available for all participants?				
2. Does the event health and safety officer have current CPR and first-aid certification (e.g., American Red Cross)?				
3. Is a first-aid kit present and adequately stocked (should be field verified)?				
4. Is an AED present and in working order (should be field verified)?				
5. Is a medical lodge or EMT needed?				
6. Has the closest emergency room or hospital been identified and informed about the event?				
<b>Utilities/Equipment</b>				
1. Have utilities needed for the event (power, water, etc.) been identified, discussed, and communicated to the venue owner?				
2. Can the event location handle all electrical loads of equipment (most breakers can handle 20 amps)?				
3. Will tents larger than 1,000 square feet be needed? (If yes, a permit from the city may be needed.)				
4. Has equipment requiring 15 amps or more been identified and placed on event map?				
5. Will compressed gases be needed at the event (e.g., helium, propane)? (Must be approved by the venue.)				
6. Are compressed gases stored properly and positioned away from participants?				



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<b>Hygiene and Sanitation</b>				
1. Will portable toilets be needed (~1 per every 300 people)?				
2. Are handwashing facilities needed?				
3. Will janitorial staff be needed for the event?				
4. Has a trash disposal plan been established?				
<b>Food</b>				
1. Will outside catering be utilized? If so:				
a. Is the company licensed by the city/county?				
b. Is the company aware of and will it agree to follow all applicable city, state, and federal regulations?				
2. Will outside food serving lines be covered by a canopy or tent?				
3. Is food covered when not being served?				
4. Will food servers wear appropriate attire and gloves?				
5. Is serving equipment in good repair?				
6. Will cold food be kept < 40 degrees F?				
7. Will hot food be kept > 140 degrees F?				
<b>Security/Traffic/Parking</b>				
1. Have plans been discussed and established for possible security incidents (e.g., armed intruder, missing Scout, etc.)?				
2. Are check-in and check-out procedures needed for Scouts?				
3. Are security guards needed?				
4. Are uniformed police officers needed (may be required for traffic control in public streets or events with cash)?				
5. Have parking areas and road closures been established and communicated?				
6. Have rules been established to limit or eliminate vehicles in activity or camping areas?				
<b>Severe Weather</b>				
1. Has an internal emergency muster location (shelter-in-place) been established and placed on the event map?				
2. Has it been communicated that the event may be called off due to inclement weather?				
3. Have protocols been established on how to handle likely severe weather scenarios (e.g., lightning, rain, snow, etc.)?				
<b>Miscellaneous</b>				
1. Will there be live animals at the event? Have protective measures been identified?				
<b>Other</b>				



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Risk Assessment Approval			
I am satisfied that the safeguards put in place will reduce the level of risk to an acceptable level and the task/action is permitted to proceed.			
Signatures	Date	Signatures	Date
<i>Event Organizer</i>		<i>Event Owner</i>	
<i>Health and Safety Officer</i>		<i>Venue Owner</i>	